

DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
REVISED  
ADMINISTRATIVE ASSISTANT  
*New Haven Correctional Center*

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current examination list.

**Location:** New Haven Correctional Center, New Haven, CT

**Hours:** 40 hours per week, 1<sup>st</sup> Shift, M-F

**Position:** 00040650

**Salary:** \$52,364.00 - \$67,762.00 Annually

**Closing Date:** Application must be postmarked no later than November 11, 2014

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**KNOWLEDGE, SKILLS & ABILITIES:** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

**GENERAL EXPERIENCE:** (4) years' experience above the routine clerk level in office support or secretarial work.

**SPECIAL EXPERIENCE:** One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**SUBSTITUTIONS ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**PREFERRED EXPERIENCE:** Candidates with the following skills and experience will be given preference:

- Proficiency using Microsoft Office Suite (PowerPoint, Word, Excel and Access etc)
- Experience in a high paced environment, with the ability to manage information and distribute appropriately.
- Experience working independently, making sound decisions.
- Proficiency drafting business communications such as writing and editing letters and reports.
- Ability to establish positive working relationships with multiple units and different levels of staff.
- Strong interpersonal skills and experience communicating with a diverse group of internal and external partners via a variety of means.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Resume,
3. Two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references.
4. Application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)
5. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf)

**Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**Please mail application packages to:**

**Department of Correction  
Recruitment Unit**  
Attention: Debbie Sass, HR Associate  
24 Wolcott Hill Road  
Wethersfield, CT 06109

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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